



June 22, 2015

Nutrition and Breastfeeding Education Plans

A Nutrition Education Plan and a Breastfeeding Education Plan need to be completed and submitted to the State Office by September 1, 2015. The plans can be completed and submitted online through the WIC website under Local Agency Staff, then Clinic Admin Resources, or completed on the forms provided at the beginning of June. Plans shall be:

- Completed with local agency WIC Director, Breastfeeding Coordinator, and/or Clinic Coordinator guidance in conjunction with staff input.
- Meet the needs of local staff and participants.
- Completed to include selection of at least one focus area and may include activities already being done and are considered ongoing. This year, we ask that you use your local agency data (breastfeeding, BMI and smoking cessation) when completing your activity plan for FFY 2016. ***At least one activity must be aimed at improving one of the metric areas.***
- Submitted to the State Nutrition Coordinator annually by date specified. See contact information below. You may email or post mail your plans.

If you have any questions or concerns, please contact [Lacy Little](#) or call (406) 444-5923.

Civil Rights Training

The [Civil Rights Training](#) **MUST** be completed annually by all local agency staff. Chapter 3, Policy 3.12 Civil Rights, in the 2015 WIC Policy and Procedure Manual states, "The local agency will be in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, 7 CFR Parts 1, 15a, 15b, FCS Instructions and MCA 49-2-303".

ALL local agency staff members complete the online training and sign the [verification form](#) by July 10, 2015.

Submit via email, fax or mail to the State WIC office: [Lacy Little RD, LN, CLEC](#), 406-444-5923

FFY15 Reallocation Amendments

The reallocation amendments were sent out for signature on June 16. Please watch for these amendments to ensure they are signed and returned to DPHHS for finalization so that you don't miss out on this additional funding!

Continuing Education

It is the policy of the Montana WIC Program that **ALL** Local WIC Program staff who provide direct WIC services to program participants successfully attain the required hours of continuing education in one contract period (12 month federal fiscal year) while employed or volunteering in WIC (WIC Policy 4.6).

Full time employees (20+ hours a week) must **complete and submit** 12 hours for each 12 month federal fiscal year.

Part time employees (under 20 hours a week) must **complete and submit** 6 hours for each 12 month federal fiscal year.

CEU information must be submitted on approved State WIC forms. Refer to [Policy 4.6](#) for more information on specific forms. The approved State WIC forms are located in the attachments of the WIC State Plan.

If you have additional questions on hours needed or already submitted, please contact [Lacy Little](#) RD, LN, CLEC, 406-444-5923.

Custody Change for Foster Children

A foster or biological child on your WIC caseload just experienced a change in custody. When that change occurs, benefits have been issued to the former caregiver and the new “parents” have the child and paperwork, but no WIC food (especially formula for a baby), what do you do?

If you have a caregiver that comes in your clinic with this situation, the first thing you do is check for appropriate documentation of the change of custody and scan it into the file. Then, send a certified/return receipt letter to the former caregiver that the benefits belong to the child and they are no longer entitled to them. Request that all remaining food instruments for this child be returned to the clinic immediately. Be sure to include that restitution may be sought for any food instruments issued for the child that are cashed after the date the child was removed from the household. Include a self-addressed stamped envelope for their use to encourage the return.

Remember, you can only reissue if it is a foster care placement. If it's a kinship care placement, you may not reissue. A good way to distinguish between the two is foster care placements receive money for their care but kinship placements do not. If you need to, call the State WIC office and we will help you with any questions to get the benefits replaced and documenting what is needed.

State Computer Inventory

It is June and time to verify state computer inventory! This inventory is meant to identify all existing equipment in the clinics, as well as any missing items. This inventory covers computers, laptops, monitors, printers, signature pads, and scanners.

Please take a moment to print your inventory list from the Spirit Utilities website; it is titled “Inventory Survey” and is located under the Reports menu. Verify that the items listed are in fact located in your clinic. If an item is not located in your clinic, please note that on the form. If you have any items in the clinic that are not listed on the form, then please make note of them; we need to know what they are and the serial or service tag numbers.

Please return your completed inventory form to the State WIC Office by June 30, 2015, by email (hhswhc@mt.gov) or fax (406-444-0239). If you have any questions please call the WIC Helpdesk (1-800-433-4298, opt 1).

Time Study Reminder

Wow! Summer is here. Time for July Time Studies! Please record all WIC time spent beginning with the first day in July that you work and continue until the last day worked for the month. Do not count days when you are on vacation or out sick, just the minutes you are paid for WIC related work.

Please do not wait until the end of the month to try and recall what happened that first Wednesday of the month. We suggest a review of State Plan [Policy 4.7](#) (Time Studies) as a reminder of the regulation. If you have any problems, please call the HelpDesk at 444-2740 or e-mail: rmichaelis@mt.gov

Pop Quiz from the WIC Help Desk Results

Do you remember the quiz question from June 8th? *On the Mid-Cert Assessment Guided Script screen, what color are the check marks on the completion tab? On the Certification Guided Script screen, what color are the check marks on the completion tab?*

Congratulations to Carmela Vital-Maulson (Riverstone Clinic), Kaylee Stark (Riverstone Clinic) and Marina Mitchell (Lame Deer Clinic) who had the correct answer.

The Mid-Cert Assessment completion check marks are green. The Certification Guided Script check marks are red.

USDA prohibits discrimination in the administration of its programs

Help us keep the distribution list updated - send e-mail address changes, additions and deletions to the WIC State Office at 1-800-433-4298.

